

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



HEALTH PROGRAM ANALYST I

The Child Welfare Division (CWD) is seeking qualified and highly motivated candidates to provide Analyst support in the countywide implementation of the Katie A. Strategic Plan. The person selected for this position will report directly to the Division's Health Program Analyst III.

EXAMPLE OF DUTIES:

- Support the development of data collection and tracking/reporting systems designed to evaluate and improve Specialized Foster Care (SFC) Programs.
- Analyze urgent and ongoing SFC funding needs, extracting data/reports as appropriate, collaborating with appropriate DMH and/or contract provider staff as needed, and developing solutions in accordance with funding, contract, and Katie A. mandates.
- Prepare data summaries on a monthly basis in excel format on a variety of fiscal and programmatic measures used to monitor SFC contract providers, such as: claiming utilization, demographic client counts, treatment costs, length of treatment, etc.
- Assist in the preparation of all requested documentation to facilitate the ongoing and expanding CWD budgetary and staffing needs, i.e., organizational charts, duty statements, budget forms, etc.
- Initiate contract amendments, completing the required budget schedules and forms to be submitted to DMH Budget and Contracts' Divisions, such as Service Request Forms and 403 Budget Transfer forms.
- Review spreadsheets, data files, schedules, and contract-related documentation to identify and troubleshoot any issues, and/or to ensure the accuracy of any final work product submissions.
- Coordinate the development and maintenance of the CWD network drive used for filing and tracking important division documents and correspondence.

DESIRABLE QUALIFICATIONS:

- Experience with contracts, budget, and/or program operations.
- Intermediate or advanced skill in Excel.
- Skill in Outlook, Visio, PowerPoint, Word, and Cognos.
- Attention to detail.
- Interest in learning and exploring new ideas and approaches.
- Skill in self-management, organizing, prioritizing, and completing multiple assignments.
- Strong analytical/logic ability; good math skills are a plus.
- Flexibility and willingness to alter planned work flow.
- Ability to work as a member of team and to collaborate with DMH staff, DCFS staff, and Contract Providers.

Interested applicants who are currently holding the payroll title of HPA I may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards **by 5:00 PM on Friday, June 24, 2016 to:**

**Attention: Kristine Papazyan
Telephone: (213) 739-5485
Fax: (213) 252-0239
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Los Angeles, CA 90005**